MPCP/PPSCP On-line Application System Information (OAS)
Correcting and Deleting Data

E-mail the information listed below to Loretta Langlois at Loretta.Langlois@dpi.wi.gov

CORRECT A SUBMITTED STUDENT APPLICATION:
1. The LEGAL name of the student (verified by legal document, e.g., annotated birth certificate)
2. Grade
3. Student's date of birth
4. Prior school (if different than yours)
5. State exactly what the error message says

*Note: schools can correct student data on all applications that are **not** in submitted status.*

CHANGE A GRADE:
Schools now have the ability to change a student's grade ***while completing the current count report***. Incorrect grades found after submission of a count report or on a choice payment listing should be reported to your auditor via e-mail with a copy to DPI. The paper application must be properly corrected to show the correct grade.

SCHOOLS MAY DELETE APPLICATIONS IN HOLDING AND COMPLETED STATUS
1. Log into OAS
2. In the application summary screen, view the list for student's name
3. Click on the "Delete" button located to the left of student's grade

DELETE APPLICATIONS IN SUBMITTED STATUS:
1. Name of student – If you need to delete more than one student from a family application, indicate which students on are on the same family application.
2. Student's date of birth
3. Date the application was received
4. Confirm the application to be deleted was not included on a pupil count list
5. Confirm that the student is no longer enrolled in the choice program at your school. Best practice is to obtain written documentation from the parent/guardian that the student will no longer be attending your school. Whether written or oral verification is obtained that the student will not be attending your school, ensure that the parent is aware they will have to complete a new Choice application in a future open enrollment period of the school, if any are available, in order for the student to be able to attend the school as a Choice student if they change their minds.

Applications must be completed correctly ***prior to*** submitting class lists and pupil count reports or the student will not be eligible for payment. All changes and corrections must be properly initialed on the original paper application. Students deleted from a family application must be crossed out and initialed by the administrator or administrator designee.

Rev 4-13